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Office of the Auditor of Public Accounts
Springfield 62706

May 31, 1972

PAYROLL BULLETIN
(5-72)

TO: All State Agencies and Departments
Attention: Payroll Clerks

SUBJECT: Delivery of Pay Warrants to Employees

In order to make late payrolls as few as possible, we sometimes release checks to the Departments and Agencies well before the date scheduled for release. This makes it possible to have the warrants which must be mailed by such Departments and Agencies in the hands of the employees on the scheduled pay date.

We remind you that it will be the responsibility of the payroll clerks to distribute the warrants so as to be in the hands of the employees only on pay day.

Very truly yours,

Michael J. Howlett,
Auditor of Public Accounts

By: E. J. Pranke
Chief Accountant

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